

## CHILD/YOUTH GLOSSARY OF TERMS

Staff name – The staff person responsible for the collection of the CBCL and the Child/Youth Status Report information on the child fills in their full first and last name (please print)

Today's date -The date refers to the month, day and year the form was completed. This has been changed in the 12/02 version to be Reporting Month/Year.

Reporting Month/Year is the Month and Year that the Child/Youth Status Report was due to be completed.

Agency code – The agency code refers to the Agency Code table (page 12). Record your agency's 3-digit code.

Agency Site – The Agency site is an optional 3 digit numeric field for provider use only. It allows the provider to track the site of the service. It is up to the provider to come up with codes for their sites, if they wish to use this field. *Note: It is NOT the internal agency chart number or agency code.*

Regular Data Collection – Collection of data for child/youth at admission, every 6-month, and at discharge. Regular Data Collection is the sampling method. The months of data collection are September and March.

SOC or DFS Level 4 Data Collection – Collection of data for child/youth in SOC or DFS Level 4 that is done when youth begins SOC or DFS Level 4 and monthly thereafter.

System of care (SOC) – In a System of Care mental health services (psychiatric, mental retardation/developmental disabilities, alcohol and drug abuse) as well as other services and supports are organized in such a way as to enable children with the most complex needs to remain in their homes, schools and communities. Systems of Care bring the right people together--at multiple levels--to develop resources and remove barriers for children and their families. Services are family-driven, strength based, culturally competent and are based on a wrap-around philosophy addressing all life domains.

DFS Level 4 - Youth in the custody of the Division of Family Services (DFS) in need of mental health services and supports that are currently in residential care at payment rates that exceed the DFS contracted Level IV rate

Date Child/Youth Began SOC – The date of the 1st meeting to determine what services the child/youth will be receiving.

Assessment type – The assessment type refers to the assessment period for which data is being submitted. For example, the data could be for an admission to an agency, a 6-

month review, data on a child/youth's discharge or monthly review SOC or DFS Level 4+.

**Admission:** Applicable when Child/Youth is admitted into your agency and is receiving one of the services for which Outcome data is collected or first Status Report on child/youth that enters SOC or DFS Level 4.

**Review:** Reviews are to be completed every 6 months for Regular Data Collection or monthly for SOC or DFS Level 4+, reporting what services or programs the child/youth is receiving.

**Discharge:** Applies to child/youth no longer receiving services or a qualifying service from your agency or subcontract agency.

**Severe Emotional Disturbance (SED) criteria** - Children and youth under the age of 18 years, who have a significant impairment in the ability to function at an age-appropriate level due to the presence of a serious psychiatric disorder. They exhibit substantial impairment in two or more of the following areas: self care, social relationships, self direction, family life, learning ability, and self expression. In addition, these children and youth are in need of two or more State and/or community agencies or services to address their serious psychiatric disorder and improve overall functioning. A qualified mental health professional has determined that treatment has been or will be required for longer than six months.

**Acute criteria** – Exhibiting one or more of the following behaviors: a) A danger to self or others by reason of a psychiatric illness as defined in DSM-IV, b) A response to the environment in a manner that could place the individual or others at risk, c) Displaying behavior/impulses that seriously impact family and social relationships and /or daily functioning, d) A stress disorder – flashbacks, severe nightmares, night terrors, and /or extreme anxiety that severely impairs daily functioning.

**Forensic** - a youth being evaluated through the DMH under a juvenile court order to address competency, certification or responsibility issues; OR a minor that the criminal court has committed to the DMH for evaluation or treatment under 552 RSMo

**Child/Youth Name** – First name and middle initial of child being served and current legal last name of child.

**SSN** – This is the most recent Social Security Number of the child being served.

**State ID** – The State ID is a unique number generated when the child first receives services from the Department of Mental Health. It can be found in CTRAC. Note: The State ID is different from the Internal Agency Chart Number.

**Date of birth** – Enter the month, day and year the child being served was born.

Currently receiving – Services that have been provided by your agency within the past 30 days.

Provided but discontinued – Services provided by your agency more than 30 days ago but less than 6 months.

Treatment Family Home – This service provides individualized treatment within a community-based family environment with specially trained individuals. It allows out-of-home services for those needing them, and often allows children to remain in their own communities and home school districts. This also includes Professional Family Homes.

Intensive Targeted Case Management (TCM) – Services aimed at providing support to the children and families, while linking, coordinating and monitoring the various services they receive. Case managers work with the children/youth and their families, treatment providers, other child-serving agencies and community resources to assist the children in remaining in or progressing toward the least-restrictive level of care. TCM includes helping to develop a service plan and acting as an advocate for the children and their families.

Community Psychiatric Rehabilitation (CPR) – Community support workers serve as liaisons between the child and family and other systems in which the family may be involved. In addition, they assist in linking and monitoring services the child and family may require to remain healthy and productive in the community. Community support workers are responsible for coordinating and monitoring the development of a strengths-based wraparound services plan for the child and family that is intensive and time limited. Community Psychiatric Rehabilitation is provided through a multi-level service model: Maintenance Level; Rehabilitation Level; or Intensive Level. Through a strength-based assessment, each family will be assigned to the most appropriate level of care.

Intensive CPR – A level of support designed to help consumers who are experiencing an acute psychiatric condition, alleviating or eliminating the need to admit them into a psychiatric inpatient or residential setting. It is a comprehensive, time-limited, community based service delivered to consumers who are exhibiting symptoms that interfere with individual/family life in a highly disabling manner.

Day Treatment – Offers an alternative form of care to children who have SED and who require a level of care greater than can be provided by the school or family, but not as intense as full-time inpatient service. Day treatment may include vocational education, rehabilitation services, individual and group therapies, and educational services.

Discharge reason – For each child/youth discharged from the agency, verify the reason for discharge.

Improved: The child/youth has improved and no longer needs services from your agency.

Family discontinued services: The guardian or child/youth chose to discontinue services. This includes non-compliance.

Family is moving: The child/youth is moving or has moved.

Transferred to another service within agency: The child/youth is still receiving services from the agency; however they are not one of the services that require outcome data. Services that require outcome data include: Treatment Family Home, Intensive Targeted Case Management, Day Treatment or CPR.

Age: Child/youth is over the age of 17 and is not a SOC and/or DFS Level 4+ child/youth.

Deceased: Child/youth has passed away.

Other discharge reason: Specify the discharge reason if not one of the options listed.

Informant – The person giving the information concerning the child/youth. Note: this is the relationship not the actual person's name.

Legal guardian – The legal guardian of the child/youth.

Biological/Adoptive Parents – Both the parents of the child/youth whether they are biological or adoptive.

Mother – The mother of the child/youth whether biological or adoptive.

Father – The father of the child/ youth whether biological or adoptive.

Grandparent– The grandparent of the child/youth whether biological or adoptive.

Other relative – Any relative of the child/youth, whether biological or adoptive, other than mother, father or grandparent.

Division of Youth Services (DYS) – Social Service's Division of Youth Services.

Division of Family Services (DFS) – Social Service's Division of Family Services.

Juvenile Court - A division of the circuit court having jurisdiction of children under the age of 17 and in some circumstances persons seventeen years of age relating to issues including but not limited to abuse/neglect, adoption, status offenses and delinquency.

Living with others in private home – Living in the private home of someone other than mother, father or grandparent.

Foster Care – Basic care provided to a child or youth who has been removed from their family home and placed with a foster care family. This has been corrected in version 12/02.

Foster/Treatment Family Home (formally called in version 8/02) - is foster care provided by DFS. This is where the child/youth is placed in foster care through the authority of DFS.

Treatment Foster Home (formally called in version 9/02) - is foster care provided by DFS. This is where the child/youth is placed in foster care through the authority of DFS.

Group Home – A residential treatment setting licensed by the Division of Aging and the DMH for up to 8 clients. The facility is designed to treat chronically mentally ill child/youths who, due to their behavioral histories and diagnosis, are not eligible for treatment and/or placement in other community residential settings. The population would require a high level of supervision, as well as a more structured and secure living environment.

Psychiatric Inpatient Unit – A locked unit with a hospital setting that provides the needed services of room, board and routine monitoring by nursing staff. Additionally, individuals would be provided the appropriate evaluations, treatments and therapies to aide in the remission of their acute mental health symptoms.

Treatment Family Home – This service provides individualized treatment within a community-based family environment with specially trained individuals. It allows out-of-home services for those needing them, and often allows children to remain in their own communities and home school districts. This also includes Professional Family Homes. This has been corrected in version 12/02.

Foster/Treatment Family Home (formally called in version 8/02)

Treatment Foster Home (formally called in version 9/02)

Residential Treatment Center – These services consist of highly structured care and treatment to youth, generally on a time-limited basis, until they can be stabilized and receive care in a less-restrictive level of care.

Juvenile Detention – a residential facility run by or contracted with the juvenile office to accept youth under the jurisdiction of the juvenile/family court waiting for their adjudication or dispositional hearing. This can be a secure or non-secure facility.

CSTAR Residential – A facility which provides an organized assessment, treatment, rehabilitation and other ancillary and special services which operate twenty-four (24) hours a day, seven (7) days a week and provide overnight sleeping accommodations.

Educational Involvement – The child/youth's educational involvement or setting. Check all that apply.

Regular Classroom – A learning environment that provides children of specified ages, the educational opportunity to explore, experience and learn age-appropriate information.

Special Education: Regular classroom – A special educator provides specifically designed instruction, at no cost to the parents, to meet the unique needs of a child with an identified disability within the regular classroom setting.

Special Education: Resource room – A special educator provides specifically designed instruction, at no cost to the parents, to meet the unique needs of a child with an identified disability within a school setting, but outside the regular classroom setting. The identified child may be mainstreamed for parts of their day and pulled out only for specified times for remedial instruction.

Special Education: Self-contained classroom – part day – A special educator provides specifically designed instruction, at no cost to the parents, to meet the unique needs of a child with an identified disability within the classroom setting. The educator is responsible for the academic achievement of these children and youth for a specified part of the day. They do not participate in any other classrooms.

Special Education: Self-contained classroom – full day – A special educator provides specifically designed instruction, at no cost to the parents, to meet the unique needs of a child with an identified disability within the classroom setting. The educator is responsible for the academic achievement of these children and youth for the entire day.

Special Education: Home bound – Children with disabilities who receive all of their special education and related services with the home or settings other than a school setting.

Alternative – Program for students at risk for drop out. Alternative means alternative environment and curriculum. It means education alternative to what is presented in regular public school classroom. An "alternative" school is a school that specializes in educating behavior disordered children. Usually, this requires a psychiatric diagnosis, and may include elements of MR/DD or conduct disorders. Some smaller districts may not have the capabilities of having their own alternative school, and may join with other small districts to form one.

Diploma – Graduated from a high school.

GED – General Education Degree – a course of study, which allows individuals who have not completed High School to study and take an exam for a GED certificate.

Adult Basic Education – Educational opportunities in a variety of fields and academic areas offered for adults to learn a new skill increase their knowledge or expand their experience.

Home Schooled – Child is being educated in the home.

No educational activity – The child/youth is not attending any school setting. This could be because of graduating or quitting.

504 - The Rehabilitation Act 504. It relates to education and applies to students requiring special accommodations in schools. 504 applies to students who are temporarily handicapped by a physical or mental condition but don't qualify as "special education". An example would be, like making accommodations for a student after sustaining multiple injuries after a car accident.

Individual Education Plan (IEP) – Specialized education plan for a child/youth within the school system.

Local school district – The public schools and/or Charter schools within a community and/or it's immediate surrounding area.

Out of home care –Basic care provided to an individual who, for reasons of behavior or medical severity, require this service out of their home. Living with family of origin, grandparent, relative or friends is considered in home care. Brief physical health stays do not count toward out of home care. For instance, if a child/youth is hospitalized for a broken leg, that would not count as an out of home care.

Psychiatric hospitalization – Hospitalization that results from an individual being assessed as a danger to themselves or others in their community.

Substance Abuse hospitalization/Residential Treatment – Organized assessment of, treatment of, rehabilitation from, a substance addiction and other ancillary and special services which operate twenty-four (24) hours a day, seven (7) days a week and provide overnight sleeping arrangement.

Juvenile Detention – a residential facility run by or contracted with the juvenile office to accept youth under the jurisdiction of the juvenile/family court waiting for their adjudication or dispositional hearing. This can be a secure or non-secure facility.

Foster Home - DFS - is foster care provided by DFS. This is where the child/youth is placed in foster care through the authority of DFS. This has been corrected in version 12/02.

Foster/Treatment Family Home (formally called in version 8/02)  
Treatment Foster Home (formally called in version 9/02)

Group Residential setting – This service consists of domiciliary care provided to those who have been discharged from a mental health facility and those who would, without such services require inpatient care. Services provided include room, board and habilitative services.

Treatment Family Home – This service provides individualized treatment within a community-based family environment with specially trained individuals. It allows out-of-home services for those needing them, and often allows children to remain in their own communities and home school districts. This also includes Professional Family Homes. This has been corrected in version 12/02.

Foster/Treatment Family Home (formally called in version 8/02)

Treatment Foster Home (formally called in version 9/02)

City/County – The child/youth's city or county of residence.

In State – The State of Missouri.

Out of State – Any state other than the State of Missouri.

Social Services (DYS) – Division of Youth Services a division, statutorily under the Department of Social Services and provides an array of services to children that the courts remand to their care due to the youths delinquent behavior.

Juvenile/Family Court – The juvenile division or divisions of the circuit court of a county responsible to facilitate, care, protect and discipline children who come within the jurisdiction. Jurisdiction can be for abuse/neglect, status offenses or delinquent offenses. As used in this document also incorporates the juvenile office attached the juvenile/family court which is responsible for the assessment and supervision of children or persons seventeen years of age.

Juvenile Justice – A broad term used to refer to the system of juvenile and family courts under the circuit courts and juvenile offices that are responsible for children and youth who are alleged or adjudicated abused/neglected, status offenders or delinquent offenders. It includes the full system from initial referral, intake, informal adjustments, court hearings, post-adjudication services etc.

School system – A system of free and appropriate public educational entities. Whenever the child has been experiencing difficulty in the classroom or on the school grounds (e.g. at recess), the person completing the form should mark 'School System'.

Social Services (DFS) – Division of Family Services, a division that is statutorily under the Department of Social Services and provides aide to children and families.

Substance Abuse agency – An entity responsible for the delivery of substance treatment and rehabilitation services to an identified target population.



MRDD – A Division of the Department of Mental Health serving individuals with mental retardation and developmental disabilities.

Routine physical health services – Within the past 6 months child/youth attended appointment(s) for routine physical health as preventive measures or on physical health diagnosis. Note: For SOC and/or DFS Level 4+, if the Assessment type is a Review this would be for the last month.

Dental – Within the past 6 months child/youth attended appointment(s) for routine dental care as preventive measures or as necessary. Note: For SOC and/or DFS Level 4+, if the Assessment type is a Review this would be for the last month.

Vision – Within the past 6 months child/youth attended appointment(s) for routine vision care as preventive measures or as necessary. Note: For SOC and/or DFS Level 4+, if the Assessment type is a Review this would be for the last month.

Emergency room for physical health – Child/Youth was triaged by a doctor or a nurse in the emergency room for physical health reasons/concerns within the past 6 months. Note: For SOC and/or DFS Level 4+, if the Assessment type is a Review this would be for the last month.

Need – Yes: There is a need for this particular type of health care within the past 6 months for regular data collection and admissions for SOC or DFS Level 4+. Or, there was a need for this particular type of health care within the past month for reviews for SOC or DFS Level 4+ data collection.

No: There is not a need for this particular type of health care within the past 6 months for regular data collection and add admissions for SOC or DFS Level 4+. Or, there was no need for this particular type of health care within the past month for reviews for SOC or DFS Level 4+ data collection.

Access – Do not complete this section. Leave Blank. This section was deleted in version 12/02.

Received – Yes: This particular type of health care was received within the past 6 months for regular data collection and admissions for SOC or DFS Level 4+. Or, there was a need for this particular type of health care within the past month for reviews for SOC or DFS Level 4+ data collection.

No: This particular type of health care was not received within the past 6 months for regular data collection and admissions for SOC or DFS Level 4+. Or, there was no need for this particular type of health care within the past month for reviews for SOC or DFS Level 4+ data collection.

American Sign Language – A visual-gestural language which incorporates facial grammatical markers, physical affect markers, spatial linguistic information, and finger-spelling as well as signs made with the hands. ASL is a distinct language with its own grammar and syntax.

Other Language – Any language other than English.

Other Communication Assistance – Any other communication assistance except for American Sign Language or other language assistance. This would include Braille.

Law Enforcement – Police, sheriff, highway patrol, parole officer or juvenile officer.

No legal involvement – No interaction with police, sheriff, highway patrol, parole officer or juvenile officer.

Child/youth was victim of crime – A crime that is committed against the child/youth, making them the victim.

Law enforcement contact but no charges filed – Interaction with police, sheriff, highway patrol, parole officer or juvenile officer concerning an issue, but no charges were filed on the child/youth.

Referral to Juvenile Office – A written referral has been made to the juvenile office for which some action by the juvenile office or juvenile/family court will be taken. If a referral was made note whether it was for:

Status offense: An offense that applies only to those less than 17 years old and is unique due to the individual's minority such as truancy, beyond parental control, unruly, runaway etc.

OR

Delinquent offense: A felony or misdemeanor offense that, regardless of age, is considered a crime if it was committed by an adult, such as robbery, assault, sodomy, and burglary.

If a referral has been made and an action to be taken by the juvenile office related to the status or delinquent offense note the initial pre-adjudication action of:

Detention: A child/youth placed in a secure or non-secure residential setting operated by or contracted through the juvenile office to detain youth referred to the juvenile office

Home: The child/youth remains in the community in their home or previous placement. This may be considered home detention supervised by JO.

Certified to Stand Trial as Adult: Through a hearing, for youth under the age of 17 years who committed an offense that would be a felony if

committed by an adult the juvenile/family court drops jurisdiction to allow prosecution under the general law

Disposition: Action taken by the juvenile/family court or the juvenile office due to the youth admitting to the offense or the court adjudication the youth on an offense.

Informal Adjustment, no supervision: Youth and guardian admit to offense, a warning letter may be sent but no further services are provided and the case is typically closed.

Informal Adjustment, with supervision: Youth and guardian admit to offense and *voluntarily* consent to supervision through the juvenile office with possible rules of supervision and/or services attached. (Note that services can include the parent/guardian seeking services through a division of DMH)

Formal Adjustment, Out of Home placement by court: Formal court action before a judge/commissioner on a petition for which the juvenile is adjudicated and comes under the court's jurisdiction, the court orders and arranges for a placement out of the home (not by DMH, DFS or DYS)

Formal Adjustment, Committed to DYS: Formal court action before a judge/commissioner on a petition for which the juvenile is adjudicated as delinquent and committed to, or continues in, the custody of the Division of Youth Services (note court loses jurisdiction at this point)

Formal Adjustment, Commit to DFS: Formal court action before a judge/commissioner on a petition for which the juvenile is adjudicated and placed with, or continued in, the custody of the Division of Family Services under the court's jurisdiction.

Formal Adjustment, DMH for out of home services: Formal court action before a judge/commissioner on a petition for which the juvenile is adjudicated, and a division of DMH has agreed to place the youth in services outside of their home or continues in such placement under the court's jurisdiction (this can include TFH, inpatient or residential)

Formal Adjustment, In-home services: Formal court action before a judge/commissioner on a petition for which the juvenile is adjudicated, and specific services are ordered by the court to which the youth is to participate while remaining in the community in their home. Services may be provided by DMH, DFS or any other agency.

Petition Not Found True: The petition alleging the offense is not substantiated and the juvenile is not adjudicated, court no longer maintains jurisdiction (unless previously under the courts jurisdiction on a prior offense)

**In School Suspension** – A process which removes a child from their regular education setting and places them in a specified room for a specified period of time. A child is usually provided this as a result of their misbehavior.

**Out of School Suspension** – A process, that removes a child from their regular education setting and the school-building in general. A child is usually provided this as a result of their consistent misbehavior or a severe level of misbehavior that is defined by the school district.

**Expelled** – A process that removes a child from the educational setting permanently.

**Number of school days** – This is the number of school days possible in a particular month or a 30-day period.

**Number of school days attended** – This is the number of school days attended by a child/youth in a particular month or a 30-day period.

## Children's Providers

Facility Name	Agency Code	Agency Site
Arthur Center	051	
Bootheel Mental Health Center	086	
Burrell Mental Health Center	043	
Clark Community Mental Health Center	048	
Community Counseling Center	059	
Community Health Plus (BJC) - Park Hills	258	
Community Health Plus (BJC) - St. Louis & Great Rivers	257	
Comprehensive Mental Health Services	058	
Comtrea Community Treatment Inc.	082	
Crider Center	075	
Family Counseling Center, Inc.	056	
Family Guidance Center	045	
Hopewell Center	179	
Mark Twain Mental Health Center	041	
North Central Mental Health Center	076	
Ozark Center	052	
Ozarks Medical Center	260	
Pathways CBH	049	049
Pathways CBH - Jefferson City	049	081
Pathways CBH - Nevada	049	003
Pathways CBH - Warrensburg	049	047
Pathways CBH-Rolla	049	072
Research Mental Health Services	057	
Swope Parkway Community Mental Health Ctr.	087	
Tri-County Mental Health Services, Inc.	185	
Truman Medical Center Behavioral Health	255	
University Behavioral Health Services	256	